

# **Cultural Council Minutes**

## **April 20, 2011**

**Present:** , Melissa Nelson, Marianne Francis, Trent Latta, Gaeda Zeider, Bhaj Townsend, Cathy Heffron, Nora Carlson, Amy Whittenburg, Sheila Mickool, Leah Kliger, Ellen Miller-Wolfe (staff), Julie Huffman (staff).

**Absent:** Jeff Parks, Erik Gordon, Rebecca Devere

**Guests:** Kathy Feek & GG Getz, former members; Marilynne Beard, Assistant City Manager

### **REPORTS AND PRESENTATIONS**

The meeting was called to order at 4:05 pm.

Goodbye to founding members GG Getz and Kathy Feek

### **APPROVAL OF MINUTES**

The Cultural Council reviewed the minutes of March 16, Bhaj made a motion to approve and Trent seconded, motion carried.

### **COMMITTEE ASSIGNMENTS**

Each committee's activities were described and members asked to determine which committee(s) they will serve on.

#### **CACHET**

Committee co-chaired by Melissa and Nora. Cathy, Amy, Gaerda, Leah will continue on the committee.

#### **Artilization**

Committee chaired by Rebecca and if co-chair needed, Bhaj would be happy to. Current members: GG, Cathy, Marianne, Sheila, Trent, Kathy.

#### **FUNdevelopment**

Committee will be chaired by Amy. GG, Melissa, Sheila, Kathy, and Leah will be on the committee. Luanne is also involved.

#### **Artist Live/Work Spaces**

Leah will chair the committee. GG, Cathy and Kathy will be on the committee (Kathy can be liaison to Chamber and KDA).

#### **Public/Private Art**

Cathy will chair the committee. GG, Kathy, Trent, Gaerda, Marianne, Leah will be on the committee.

## **DOING BUSINESS WITH THE CITY**

### **Presentation by Marilynne Beard**

#### **Basic principles to remember:**

- All money is not created equal (may come with rules depending on where it originates that need to be considered).
- All money must be handled the same way: come into the City's books, be budgeted, and then accounted for when it is spent.
- Tax money (general fund) money must be spent for a public benefit (example: no alcohol for this reason). How did the citizens of Kirkland benefit from the action/result of the spending of these funds?
- Rule of no gift of public funds. Public funds cannot be given to private interests/entities. Therefore council members cannot personally profit or gain from their position on the council. Cannot have a conflict where you or your business or your family is benefitting from the funds.
- The City does not make the rules—they come from the State or Federal government, or sometimes City Council.
- Commissioners have no spending authority. Only certain people can commit the City to pay for things.
- If you commit the City to spending that is not authorized or illegal, you can personally be responsible for those funds.
- There are ways to procure things. We have purchasing/credit cards. Can only use those for things/products, not for professional services. Professional services must have a contract attached to it.
- We need to be able to tell the public that we go the best deal for the product we are purchasing, so may need to shop around and get several bids.
- Vendors should not start the work until you have a written agreement. Agreements should be in place ahead of time.
- Cannot pay for things until we get them, as it is a gift of public funds (credit). Must pay for them after you have received the product.
- Who can do the work? Need to make the work available to everyone, so that everyone feels they had a chance to do the work. We try to use local vendors when we can, but we do need to go with the cheapest offer. You can consider quality and not go with the lowest bidder, but if all things are equal, you must go with lowest bidder.
- Sometimes there is only a sole source—only one vendor who can do the job you need. In that case it is okay to go with one person only. Artists in some cases are so unique they might be considered a sole source. You should start to think about it as a product rather than starting from the artist and then see who is available to do that. You need to be able to answer the question of “why didn't I get a chance to go for that business?”
- Money has to be acknowledged and budgeted by the City Council before you can spend it. So the money that is raised has to be acknowledged and budgeted before it can be

accessed. Should put in a budget item that projects how much will be raised, and then how that money will be spent.

- It is NOT better to ask for forgiveness than permission.
- Try to start out early, thinking through what you want to do, and work with staff for what you need.

Questions to consider when walking through an example:

- Do you have the money?
- Has the KCC agreed to spend the funds in that way?
- Is that consistent with how the funds were budgeted?
- Can you spend the funds that you have in that way (grants, etc)?
- Are you getting a good deal? Should get a few bids or have our purchasing department get bids.
- Particularly with printing, it is a good idea to get quotes.
- Contract with the vendor through a purchase order.
- Work backward from when you want it on the street to allow enough time.
- Can someone make a donation of the product? Yes, they can.

Question to follow up with Marilynne: Are the funds that the hosts spend to give the parties (not covered by the City) tax deductible?

## **ELECTION OF OFFICERS**

### **Chair and Vice Chair**

Melissa nominated for Vice Chair, motion made and seconded, and motion passed. Amy nominated for Chair, motion made and seconded and motion passed.

**Meeting adjourned at 6:00.**